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715-386-4765 x129

Alderperson Nomination Papers

- Thursday, December 1, 2022 First day candidates begin to circulate papers for the 2023 Spring Election
- Tuesday, January 3, 2023 5:00pm Deadline for candidates to file nomination papers, declarations of candidacy and campaign registration statements to the City Clerk
 - <u>Original nominations papers ONLY will be accepted</u> (no photocopies, faxed or emailed documents.)
- Nomination papers must have 20-40 signatures.
- Monday, January 9, 2023, at 10:00am drawing of names for ballot placement for candidates that turned in nomination papers the deadline.

Return all original paperwork to:

City Clerk 505 Third Street Hudson, WI 54016

Any questions please contact Becky Eggen, City Clerk, at 715.716.5748 or cityclerk@hudsonwi.gov

2023 Ballot Access Checklist Municipalities Where Nomination Papers are Used



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 21**, **2023 Spring Primary** and the **April 4**, **2023 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

Complete and Submit a Registration Statement (Form CF-1) to the filing officer prior to raising or spending any funds, and no later than 5:00 p.m. on Tuesday, January 3, 2023 or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 3, 2023. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.

New Candidates

File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a),11.0101(1).

> Continuing Candidates

Amend your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- Complete and Submit a Declaration of Candidacy (Form <u>EL-162</u>) to the filing officer no later than 5 p.m. on Tuesday, January 3, 2023 or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 3, 2023. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169) to the filing officer no later than 5:00 p.m. on Tuesday, January 3, 2023 or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2022. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 st Class Cities:	Citywide offices	1,500 - 3,000
	Alderperson elected to district	200 - 400
2 nd and 3 rd Class Cities:	Citywide offices	200 - 400
	Alderperson elected at large	100 - 200
	Alderperson elected to district	20 - 40
4 th Class Cities:	Citywide offices	50 - 100
	Alderperson elected to district	20 - 40

Municipal Judge Candidates:

Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (https://sei.wi.gov). Incumbents will be emailed a notice about December 1. New candidates must sign up on the website so staff can set them up to file electronically. The SEI must be received no later than 4:30 p.m. on Friday, January 6, 2023, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (https://ethics.wi.gov), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, in addition to the office of Municipal Judge, to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.

ELIS-7 | Rev 2022-10 | Wisconsin Elections Commission, 201 W. Washington Ave., 2nd Floor, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.go

Declaration of Candidacy

(See instructions for preparation on back)

For O	FFICE L	SE ONLY	

		Is this an am	nendment?	t.		
	Yes (if you have already filed a D	OOC for this election)	No (i	f this is the first DC	C you have fi	led for this election)
,	Candidate's na			, be	ing duly sv	worn, state that
	Candidate's na	ame				
am a candida	te for the office of	Official name of offic				
22		Official name of office	e - Include di	strict, branch or s	eat number	
epresenting	partisan election, name of political p	arty or statement of principle	e - five words	or less (<i>Candidates</i>	s for nonpartis	an office may leave blank.)
requirements, i	will meet at the time I as if any, prescribed by the c qualify for office, if nomina	onstitutions and law	olicable ag s of the Ur	e, citizenship nited States a	, residenc nd the Sta	y and voting qualificatio ate of Wisconsin, and tha
I have not beer	n convicted of a felony in a	any court within the l	Jnited Sta	es for which	l have not	been pardoned 1
						poi dollodi
My present ac	ldress, including my mu	nicipality of reside	nce for vo	ting purpos	es <i>is</i> :	
				T		
					Town of Village of	
						=
ouse or fire no.	Street Name	Mailing Municipality and St	ate	Zip code	Municipa	lity of Residence for Voting
	wish it to appear on the			may replace a leç	gal name.)	
STATE OF WISC	consin	_		(Sig	nature of can	didate)
County of	nty where oath administered)	SS.				
Subscribed and	d sworn to before me this	day of				NOTARY SEAL REQUIRED, IF OATH
	(Signature of person authorize	d to administer oaths)				ADMINISTERED BY NOTARY PUBLIC
☐ Notary Publi	ic or □ other official					
•		(Official titl	e, if not a nota	ry)	-	
	c: My commission expires				is perman	ent.
The information order to have a	on this form is required by W	/is. Stat. § 8.21, Art. X the ballot. Wis. Stats.	III, Sec. 3, V §§ 8.05 (1)	Vis. Const., an (j), 8.10 (5), 8.	d must be	filed with the filing officer in .20 (6), 120.06 (6)(b), 887.

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a *Declaration of Candidacy*. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

Information to be provided by the candidate:

- > Type or print your name on the first line.
- > The title of the office and any district, branch, or seat number for which you are seeking election must be inserted on the second line. For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.
- > Type or print the political party affiliation or principle supported by you in five words or less on the third line. Nonpartisan candidates may leave this line blank.
- Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (street and number, municipality where you receive mail) <u>and</u> the name of the municipality in which you reside and vote (town, village, or city of __). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. Federal candidates are not required to provide this information, however an address for contact purposes is helpful.
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

<u>Note</u>: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where the oath was administered.
- > The date the Declaration of Candidacy was signed and the oath administered.
- > The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (and all school district candidates must file the EL-162sd) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (I)(j).



Note: An amended registration statement must be filed within 10 days of any changes in information.

1. Is this an Amendmen	es, please enter	your comn	nittee number		ee Number			
SECTION A: GENER	AL INFOI	RMATION						
A1. Candidate Committee/Com	mittee/Conduit			Candid		ndum Reca		
A3. Email		A4. Phone				☐ Independe gislative Campa	nt Expenditure (IE)	
A5. Mailing Address			A6. City			A7. State	A8. Zip	
Depository Institution Informat	tion							
A9. Institution Name		A10. Street Add	lress	A	11. City	A12. S	State A13. Zip	
Treasurer/Administrator Infor	mation						iya raharan	
A14. Name			A15. Email A16. F			A16. Phone		
A17. Mailing Address			A18. City			A19. State	A20. Zip	
Other Officers (Optional) Independent and local non-partis.	an candidates: I	ndicate by an aster	isk (*) which officers	are authorized	to fill a vacancy	in nomination due	to death of candidate	
A21. Name	A22. Ti		A23. Email A24			A24. Phone	The state of the s	
A25. Name A26. Title			A27. Email A2			A28. Phone	3. Phone	
Registrants that will not accept co amount of more than \$2,000 in a reports. Exempt status is effective to remain on exempt status must their election before the day they	calendar year a conly for the ca renew each yea	re eligible for exen lendar year in whio r. Candidates may	nption from filing can ch it is granted. Regis	npaign finance trants wishing	☐ No, this r		ible for exemption Bligible for exempti	
SECTION B: CANDI	DATE CO	MMITTEES						
B1. Office Sought (include Distr	rict/Branch)			B2. Po	litical Party	В3. І	Election Date	
Candidate Information								
B4. Name			B5. Email B6. Ph			36. Phone	,	
B7. Mailing Address			B8. City B9.			B9. State	B10. Zip	
Second Candidate Committee An individual who holds a state of committee to pursue another state		ffice may establish	a second candidate	Yes, this	s is my only can	didate committe	mmittee in Wisconsinee in Wisconsin	
B12. Other Office Held or Soug	ht (include Dist	rict/Branch) Only	complete B12 if you i	responded "No	" to B11.			
SECTION C: RECAL	L COMMI	TTEES					1 . 4	
C1. Name of Official Subject to	Recall		C2. Office of Official Subject to Recall				C3. Support	



Note: An amended registration statement must be filed within 10 days of any changes in information.

SECTION D: PAC, IEC, AND	CONDUITS					
D1. Sponsoring Organization	D2. Email		3. Phone			
D4. Mailing Address D5. City D6. State D7. Zip						
SECTION E: POLITICAL PAR		AMPAIGN COMMITTI	EES			
E1. Political Party (Name candidates appear	under on a ballot)	E2. Does th	ne Committee have a	Segregated Fund? Yes		
Segregated Fund Depository Institution Infor	mation (if applicable)					
E3. Institution Name	E4. Street Address	E5. City	E6. Stat	e E7. Zip		
SECTION F: REFERENDA COMMITTEES						
F1. Nature of Referendum (if applicable)				F2. Support Oppose		
SECTION G: CERTIFICATION	N					
Accurate Information I certify that I am an authorized represente is true, correct, and complete.	ative of the registrant and that to n	ny knowledge all of the informat	tion contained with	nin this registration		
Timely Amendments I am aware of the requirement to amend to requirement to register within 10 days of meaning to the second sec				thin, as well as the		
Records Retention I further acknowledge the requirement to refer to the most recent election in which this refer to the most recent election in which this refer to the most recent election in which this refer to the most recent election in which this refer to the most recent election in which this refer to the most recent election in which this refer to the most recent election in which the most recent election ele	maintain the records of the registragistragistragistrant participated.	ant in an organized and legible	manner for three y	vears from the date		
Ongoing Compliance This registrant shall continue to maintain Statutes.	its registration and comply with a	ll applicable reporting requiren	nents under Chapt	er 11 of Wisconsin		
Treasurer/Administrator						
G1. Printed Name	G2. Signature			G3. Date		
Candidate (if applicable)				AWIL BUT OF SU		
G4. Printed Name	G5. Signature			G6. Date		

Note: Use of this form is required by the Ethics Commission for registration of a political committee or conduit under Chapter 11 of Wisconsin Statute. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

Item 1. Is this an amendment? Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No' is checked, proceed directly to Section A.

Section A: General Information. All candidates, committees, and conduits must complete section A.

Item A1: Committee/Conduit Name. All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended, e.g., Friends of John Smith. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (WIS. STAT. § 11.0101(26)(a)1).

Depository Institution Information. All committees and conduits must designate a depository institution. While it is recommended that all committees have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account and may intermingle personal and campaign funds (WIS. STAT. § 11.0201(2)(b)).

Treasurer/Administrator Information. Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please indicate so in this section.

Section B: Candidate Committees. Candidate committees must complete section B. No other committee type should complete section B.

Section C: Recall Committees. Recall committees must complete section C. No other committee type should complete section C.

Section D: PAC, IEC, and Conduits. Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

Section E: Political Party and Legislative Campaign Committees. Only political party committees and legislative campaign committees should complete section E.

Item E2. A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (WIS. STAT. § 11.1104(6)). It is recommended that the committee maintain the segregated fund in a depository account separate from the primary account, but it is not required.

Items E3 - E7. If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

Section F: Referendum Committees. Only referenda committees should complete section F.

Section G: Certification. All committees and conduits must complete section G.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.	Candidate's residential addre	Candidate's residential address (required) No P.O. box addresses	ses	Candidate's municipality for voting purposes (required)
	Street, fire, or rural route nur	treet, fire, or rural route number; box number (if rural route); and name of street or road	and name of street or road	□ Town
				□ Village Hudson
				■ City (name of municipality)
Candidate's mailing address, including municipality for mailing purposes (required if different than	an State (required) Zip code	Zip code	Type of election (required)	Election date (required) Do not use primary date.
residential address or voting municipality)			Spring	Mo/Day/Year
	>		□ special	04/04/2023
Title of office (required)	Branch, district or seat number (required if applicable)	er (required if applicable)	Name of jurisdiction or district in which candidate seeks office (required)	h candidate seeks office (required)
	☐ Branch			
	□ District			
	☐ Seat			

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for \square him or \square her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination

paper of any other candidate for the same office at this election. The municipality used for mailing purposes, when different than	erent than	municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.	unicipality of residence must alw	vavs be listed.
Signatures of Electors		Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1.			□ Town □ Village □ City	
2.			□ Town □ Village □ City	
3.			□ Town □ Village □ Gity	
4.			□ Town □ Village □ City	
5.			□ Town □ Village □ City	
6.			□ Town □ Village □ City	
7.			□ Town □ Village □ City	
8.			□ Town □ Village □ City	
9.			□ Town □ Village □ City	
10.			□ Town □ village □ City	

CERTIFICATION OF CIRCULATOR

C	O
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7	5
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(Name of circulator)

(Circulator's residential address - Include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

(Signature of circulator)

EL-169 | Rev. 2019-10 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email:

Page No.

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full atribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form the filing officer for review before circulation. Page Numbers – Number each page consecutively, beginning with "1", before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including Candidate's Name - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The nicknames, by which they want to appear on the ballot.

"Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John "Jack" Jones or John (Jack) Jones are not No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable. Candidate's Address - Insert the candidate's residential address (no P.O. Box addresses) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

Date of Election - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed. Title of Office - The name of the office must be listed along with any branch, district, or seat number (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed. Name of Jurisdiction - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are Signatures and Printed Name of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be legibly print their name. Each elector must provide their residential address (no P.O. Box addresses), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing filed with the filing officer.

NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS. The circulator's complete residential address including municipality of residence must be listed in the certification. Signature of Circulator - The circulator should carefully read the language of the Certification of Circulator. The circulator must personally present the nomination paper to each signer. The After obtaining signatures of electors, the circulator must sign and date the certification.

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- Original nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is nor sufficient. Nomination papers cannor be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer no later than 5:00 p.m. on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- 169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a In order for a candidate's name to be placed on the ballot, a candidate must file a Campaign Registration Statement (ETHCF-1), a Declaration of Candidacy (EL-162), and Nomination Papers (ELstatement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30. A
- If a candidate or circulator has any questions, he or she should contact the filing officer.